



ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY PROGRAMS SERVICE



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NEW ADJUNCT TO PRF FICHE

At one time or another many of you have wished that PRF fiche would be distributed to depository libraries more frequently than bimonthly. However, the cost of issuing PRF on a weekly basis, for example, would be prohibitive.

Beginning later this month, depository libraries will receive a bi-weekly "Cumulative Price and Status Change Report" to be used in conjunction with the bimonthly PRF fiche set. This single-fiche Report will combine all price and status changes since the last bimonthly PRF fiche set. Consequently, libraries should discard the previous report when the revised report is received; when the bimonthly PRF fiche set is received, libraries should simply discard the recent Report, since all price and status changes will have been incorporated into the master fiche set.

The biweekly report is accessed by GPO Stock Number and will provide depository librarians with the current, convenient tool that they have long awaited.

"LIBRARIANS HELPING LIBRARIANS"

From time to time, new depository librarians contact the Library Division asking how to handle some of their depository operations. We do our best to help. However, most of these inquiries could have been answered by other experienced documents librarians. We strongly suggest that new librarians, or those new to depository collections, quickly become acquainted with other depository personnel in their areas. Some of these librarians appear on the "Be a Friend List", made up of experienced librarian volunteers who are especially eager to help other librarians who need advice. Your Regional depository is also a good source of assistance. We recommend that you consult with each other before contacting those of us in the nation's capitol. If you do need our help, and cannot locate answers to your questions, please feel free to contact us.

COPIES OF SHIPPING LISTS

Depository libraries that want an extra copy of a particular shipping list should contact their Regional or the nearest selective. Local libraries can provide shipping lists copies much more expeditiously than can GPO.

SHIPPING LIST NUMBERS TO CHANGE

In an effort designed to improve efficiency and eliminate duplicate records, the Library Programs Service will initiate a new Shipping List Numbering Scheme begining on October 3, 1983.

Under the new scheme, Shipping lists will be numbered in such a way as to incorporate the date of the shipping list. This would eliminate the need for LPS to keep a separate record of shipping list dates. The shipping list numbers will identify format, date and sequence number. To avoid confusion, shipping lists will still be numbered consecutively and the letters M and P will still represent microfiche and paper formats respectively. Separates would always go out on the first shipping list of the day on Friday.

Shipping lists will be numbered in the following manner:

(paper)	(microfiche)
P831003-1	M831003-1
P831003-2	M831003-2
P831003-3	M831003-3#
P831003-4	M831004-1 (the next day's first microfiche shipping list)

1. The first character of the number will distinguish between microfiche(M) and paper(P) Shipping Lists.
2. The next six characters will represent the shipping list date.

year	month	day
83	10	03

3. The eighth character will represent the unique number assigned sequentially to each shipping list on that particular date.
4. The last paper shipping list and the last microfiche shipping list of the day will have a # symbol at the end of the shipping list number. This mark will identify these shipping lists as the last shipping lists of the day's sequence; and it will alert depository libraries of this fact.

This new numbering scheme should prove beneficial to both LPS and the depository libraries.

SERIALS/PERIODICALS UPDATE

A 93.23:(nos.) Fats and oils outlook & situation. Item 21-D. Last issue: FOS-310 (Feb. 1983). Title changed to: Oil crops outlook and situation report. See A 93.23/2:

A 93.23/2:(nos.) Oil crops outlook and situation report. Item 21-D. (OCLC 9583873). Designated OCS. Began with OCS-1 (May 1983). The new class was established because the numbering started over at "1" instead of continuing the numbering of the previous title.

D 103.115:(v.nos.&nos.) Engineer. Item 334-A-2. The publication schedule is running late. Vol. 12, no. 4 (Winter 1982-83) was not published; v. 13, no. 1 (1983) has just been published; and v. 13, no. 2 should appear in a couple of months.

E 3.13/4:(date) Petroleum marketing monthly. (OCLC 9583990) Item 434-A-20. (1st issue Apr. 1983) Merges 2 titles: 1) Prices and margins of no. 2 distillate fuel oil (last issue 82/13, Dec. 1982); E 3.11/11-2:(date); Item 435-E-6. 2) Monthly petroleum product price report (last issue 82/13, Dec. 1982); E 3.24:(date); Item 434-A-20.

I 19.65:(v.nos.&nos.) Earthquake information bulletin. Item 191-A. Vol. 15, no. 1 (Jan./Feb. 1983) will be issued after v. 15, nos. 2 & 3.

PrEx 7.16/4:(nos.) South and East Asia report. Item 1067-L-12 (microfiche). Title changed to: South East Asia report with no. 1234 (Jan. 3, 1983).

PrEx 7.20:(nos.) Near East/North Africa report. Item 1067-L-7 (microfiche). Title changed to: Near East/South Asia report. Microfiche with the old title in the header will not be refiched.

VA 1.23/3:(v.nos.&nos.) Journal of rehabilitation research and development. Item 983-B. Retroactive v.nos.&nos. have been added to this title. Beginning with v. 20, no. 1 (July 1983) GPO will use v.nos.&nos. for classification rather than the BPR numbers which will still appear on the document. Vol. 19, no. 1 (Spring 1982) was the only issue published in 1982 and was the last issue of the previous title, Bulletin of prosthetics research.

DISCONTINUED TITLES/LIST OF CLASSES

The following Periodical class has appeared in the Discontinued List in a previous Serials Supplement, but is still in the List of Classes.

HE 1.48:(v.nos.&nos.) Toxicology research projects directory. Item 444-K. Discontinued with v. 5, no. 12 (Dec. 1980).

The following Serial classes have been discontinued but are still in the List of Classes.

CAB 1.9: Passengers denied confirmed space. Item 177-A-14. Discontinued with June 1978 and 1977.

CAB 1.10: Summary of prescribed unit costs and hourly rate for return on investment and tax allowance. Item 177-A-23. Discontinued with 1977.

CAB 1.22/2: Aircraft operating cost and performance report. Item 177-A-1. Discontinued with Fiscal year 1978/79.

CAB 1.29: Domestic jet trends. Item 177-A-21. Discontinued with 1959/1979.

GS 13.1: Annual report. Item 580-D-1. Agency abolished.

CHANGES IN CLAIMING PROCEDURE

In order to expedite the claiming process, LPS is initiating the following procedures:

- (1) All claims should be addressed directly to the Library Programs Service, U.S. Government Printing Office, 5236 Eisenhower Avenue, Alexandria, VA 22304; and they should be marked on the envelopes MICROFICHE CLAIMS or PAPER CLAIMS. These actions could save as much as two weeks of processing time at GPO.
- (2) Claim requests will not be honored unless they are signed the Documents Librarian (or Acting Documents Librarian), not clerks, assistants, etc. By allowing only one person to initiate claims, GPO hopes to reduce the high rate of mistaken claims it currently receives.